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SECURITY

"Tightening Up On The Paper Shuffle".	Jan. 32
"Boost Productivity With Faster Figurework"	Jan. 38
"Visual Controls Keep Work On Target"	Jan. 56
"A 10 Point Burglary Protection Checklist".	Feb. 23
"Tec-Pak: Office Security"	Mar. 35
"How To Keep Track Of Who Goes Where"	Mar. 36
"Specifications - Insulated Files".	Mar. 39
"Smart Tactics To Protect Information".	Mar. 40
"Tec-Pak: Records Management".	Apr. 55
"A Deck Of Drawings Deals Big Savings".	May 30
"Profit From Within - Every Business Needs A Securtty Blanket"(MT & L).	Oct. 78

SERVICES

"Smart Ways To Punch Up Your Profits"	Jan. 54
"Visual Controls Keep Work On Target"	Jan. 56

SHIPPING

"How To Keep Profits From Going Out The Back Door".	Jan. 37
"Visual Controls Keep Work On Target"	Jan. 56
"How To Account For Added Profits".	Apr. 18
"An Updated System Reaps Big Benefits".	Apr. 28
"A Fade-Out Form For Fast Order Processing"	Oct. 42
"Specifications Small Business Computers"	Oct. 54
"Specifications - Business Papers".	Nov. 66

SPECIFICATIONS CHARTS

"The Ins And Outs Of Effective Records Processing".	Jan. 24
"Efficient Word Flow Spurs Profits"	Jan. 28
"Tightening Up On The Paper Shuffle".	Jan. 32
"How To Keep Profits From Going Out The Back Door".	Jan. 37
"Boost Productivity With Faster Figurework".	Jan. 38
"Management Gets Many From One"	Jan. 42
"Smart Tips For Replacing The Expendable"	Jan. 46
"The Means To Print And Write On".	Jan. 50
"Fast Point-To-Point Communications".	Jan. 52

SPECIFICATIONS CHARTS (Continued)

"Smart Ways To Punch Up Profits"	Jan. 54
"Visual Controls Keep Work On Target"	Jan. 56
"Tools For An Efficient Work Environment"	Jan. 58
"Specifications Chart: Office Typewriters"	Feb. 21
"Specifications Chart: Insulated Files"	Mar. 39
"1972 Guide To Lateral Files"	Apr. 67
"Specifications Chart: Microfilm Retrieval Units"	May 45
"Specifications Chart: Free Standing Partitions"	July 37
"Specifications Chart: Word Processors"	Aug. 44
"Specifications Chart: Office Copiers"	Sept. 82
"Tec-Pak: Small Computers"	Oct. 51
"Small Computers: Lower In Price And Easier To Use"	Oct. 52
"Specifications Chart: Small Business Computers"	Oct. 54
"Specifications Chart: Interconnect"	Dec. 52
"Specifications Chart: Telephone Answering Devices"	Dec. 54
"Specifications Chart: Intercoms"	Dec. 58

SUPPLY AND EQUIPMENT DATA

"1972 Buyer's Checklist"	Jan. 18
"Taking The Gamble Out Of Office Products Buying"	Jan. 20
"The Ins And Outs Of Effective Records Processing"	Jan. 24
"Efficient Word Flow Spurs Profits"	Jan. 28
"Tightening Up On The Paper Shuffle"	Jan. 32
"How To Keep Profits From Going Out The Back Door"	Jan. 37
"Boost Productivity With Faster Figurework"	Jan. 38
"Management Gets Many From One"	Jan. 42
"Smart Tips For Replacing The Expendable"	Jan. 46
"The Means To Print And Write On"	Jan. 50
"Fast Point-To-Point Communications"	Jan. 52
"Visual Controls Keep Work On Target"	Jan. 56
"Tools For An Efficient Work Environment"	Jan. 58
"Specifications - Office Typewriters"	Feb. 21
"Secrets Of Making A Good Impression"	Feb. 22
"Productivity By All Means, But How?"	Apr. 5
"How To Buy Total Comfort For Your Home" (MT & L)	Apr. 33
"How To Choose A Good Dealer" (MT & L)	Apr. 40
"How To Stretch The Life Of Your System" (MT & L)	Apr. 47
"The Right Pen For The Right Job"	May 34
"Innovations At The NMA Show"	May 47
"Tec-Pak: Calculators"	June 53
"What Users Say About Their Calculators"	June 54
"The Maxi Rage Over Minis"	June 58
"Specifications - Calculators"	June 63
"Word Processing: The New Approach To Internal Profit"	Aug. 36
"Satellites" A Source Of System Savings?"	Sept. 76
"Copying On A Budget"	Sept. 80
"Specifications - Office Copiers"	Sept. 82
"Tec-Pak: Business Papers"	Nov. 61
"A Guide To Selecting The Right Business Papers"	Nov. 62
"Specifications - Business Papers"	Nov. 66
"Papers That Make A Second Impression"	Nov. 68

SURVEYS - MARKET DATA

"The Ins And Outs Of Effective Records Processing"	Jan.	24
"Is The Procedures Man Losing His Muscle?"	Feb.	42
"How Fares The 4-Day Week?"	Mar.	21
"Time To Get Back Into The Market?" (MT & L)	Apr.	49
"What Users Say About Their Calculators"	June	54
"Who's Going To Buy What?"	Aug.	20
"Utilize Strenth And Neutralize Weakness".	Sept.	16
"Fringe Benefits: How Are They Changing?"	Dec.	30

TRAINING - EDUCATION

"Smart Ways To Punch Up Profits"	Jan.	54
"Visual Controls Keep Work On Target".	Jan.	56
"What Price Motivation?"	Feb.	5
"The Widening World Of Business Meetings" (MT & L)	Feb.	25
"The Only Good Meeting Is A Planned Meeting" (MT & L).	Feb.	32
"How To Tip At Meetings"	Feb.	39
"Business Meetings Idea File" (MT & L)	Feb.	41
"Business Writers Must Know Their Business".	Feb.	63
"COM Standard Is Must Reading"	Apr.	69
"Be An Effective Executive".	June	7
"Getting Zing Into Your Business Meeting" (MT & L)	June	34
"Be An Effective Executive".	July	7
"Be An Effective Executive".	Aug.	7
"Uncle Sam: Watchdog Of Employee Testing"	Aug.	18
"School Bells Ring For Word Processors".	Aug.	24
"Operations Improvement: The Payoff From Job Enrichment".	Sept.	44
"What Goes Into A Word Processing Procedures Manual"	Sept.	88
"Concentrate On One Thing At A Time"	Oct.	16
"Do Your Management Techniques Breed Malcontents?"	Oct.	61
"Finding Floating Fill-Ins"	Oct.	66
"Use Disagreement As A Decision-Making Tool"	Nov.	12
"The Decision Process - No Room For Cobwebs"	Dec.	14

WORD PROCESSING

"Efficient Word Flow Spurs Profits".	Jan.	32
"Running Business On The Written Word"	Feb.	15
"Management First Line Of Communication"	Feb.	16
"Word Processing Association Formed"	Mar.	43
"Power Writing Requires Power Thinking".	May	5
"Annual Letter Cost Up Only 1 Cent".	May	33
"School Bells Ring For Word Processors".	Aug.	24
"Tec-Pak: Word Processing".	Aug.	35
"Word Processing" The New Approach To Internal Profit".	Aug.	36
"Ways To Put Word Processing To Work".	Aug.	38
"What Goes Into A Word Processing Workstation?".	Aug.	40
"Specifications - Word Processors"	Aug.	44
"What Goes Into A Word Processing Procedures Manual?".	Sept.	88
"Word Processing: What's Ahead?".	Oct.	68
"Word Processing Goes On The Line"	Nov.	26

WORD PROCESSING (Continued)

"The Profit In Words". Dec. 6

WORK MEASUREMENT, WORKER PRODUCTIVITY

"Visual Controls Keep Work On Target". Jan. 56

"Is The Procedures Man Losing His Muscle?" Feb. 42